CACI

EVER VIGILANT™

SPS FPDS-NG Integration: Functional User

April 20, 2006

Agenda

- Introduction
- Single CAR Reporting
- Types of CARs
- Multiple CAR Reporting
- Express CAR Reporting
- Standalone Reporting
- Exemptions to Reporting
- Reason for Release without Reporting
- Where to Go for Help

Single CAR Reporting

- Used to report a single contract action in its entirety
- The most common type of CAR
- Basic business process:
  - Prepare contract action to point of approval
  - Create CAR
  - Review CAR for correctness, complete, and validate, correcting data on-line in FPDS-NG and in PD^2 as necessary
  - Authenticate CAR in PD^2
  - Approve and release contract action; CAR is automatically finalized by the system

Authentication

- The new PD² term Authenticated is used to indicate that a CAR is ready to be finalized upon release of the associated contract action because:
  - The CAR has been validated on the FPDS-NG web site, and there are no errors except for the Date Signed
  - No data on the procurement document associated to the CAR has changed since the last authentication
  - The user has not edited the CAR since the last authentication.
- PD² allows a CAR to be Authenticated without a Date Signed prior to release of the associated award because the date is not available (if the associated award has been released, the Date Signed must be completed for the CAR to be Authenticated)
- PD² maintains the integrity of the Authenticated status by de-authenticating the CAR if the CAR or the associated award is edited

Types of CARs

There are two basic form types in FPDS-NG

- Indefinite Delivery Vehicles (IDVs) are contracts that may have orders placed against them
- Awards are contract actions that purchase specific goods and services and obligate funds

Indefinite Delivery Vehicles

- In PD² the following actions should be reported as IDVs using the "Other IDC" format:
  - BPA Master Agreements (A-type)
  - Basic Ordering Agreements (G-type)
  - IDC Contracts (D-type)
- All other PD² actions should be reported as Awards

Awards

PD² uses three Award formats in FPDS-NG as shown in the table below:

Award Type	PD² Contract Action
Definitive Contract	Any action with a C, E, H, K, L, N, or S in the ninth position of the PIIN, as well as F-type awards to JWOD Participating Nonprofit Agencies or UNICOR/FPI, NIB, or NISH vendors
Delivery/Task Order against IDV	Delivery orders against IDC contracts (D-type), agreement orders against BOAs (G-type), BPA Calls (A-type), and Orders against Schedules (F-type)
Purchase Order	Any action with an M, P, V, or W in the ninth position of the PIIN

Multiple CAR Reporting

- Used to report data from a single contract action on more than one CAR
- Can only be used to report Awards, not IDVs
- Required under the following conditions:
  - Contract action contains both FMS and non-FMS **funding** of any dollar amount
  - Contract action contains both DoD and non-DoD funding where the non-DoD **funding** is > $100,000
  - Contract action contains line items with different contract types, where any one contract type has an aggregate **cost** > $500,000
- CARs have the same identifying information except for the Transaction Number
- PD2 automates the process of creating multiple CARs
- Basic business process is the same as with single CAR

❖ **Tip**: Multiple CARs may be created manually, so if you know you will be adding FMS or non-DoD funding in a modification, report your original action using a multiple CAR

Multiple CAR Transaction IDs

Transaction Type (in SPS)	Transaction Number (in FPDS-NG)
Single CAR	0
DoD-Cost	1
DoD-Cost-Sharing	2
DoD-CPAF	3
DoD-CPFF	4
DoD-CPIF	5
DoD-FFP	6
DoD-FP-EPA	7
DoD-FP-LOE	8
DoD-FPAF	9
DoD-FPI	10
DoD-FPR	11
DoD-LH	12
DoD-TM	13
FMS	14
Non-DoD	15
Non-FMS	16
DoD	17

Express CAR Reporting

- Used to report data from more than one contract action on a single CAR (Number of Actions field on CAR > 1)
- Can only be used to report Awards, not IDVs
- Basic business process:
  - Mark contract actions to be reported on Express CAR with an Express CAR Category
  - Release contract actions
  - Incorporate released actions into an Express CAR, monthly or based on guidance from your Service
  - Complete, validate and finalize the Express CAR
- Types of Express CARs in PD^2:
  - High Volume Orders and Calls (high volume orders against a single contract vehicle)
  - High Volume Vendors (NIB, NISH, and UNICOR orders created through Auto Order)
  - Generic DUNS (high volume actions using the same generic DUNS of Foreign Utilities, Miscellaneous Foreign Contractors, Navy Vessel Purchases in Foreign Ports, Spouses of Service Personnel, or Student Workers in Laboratories)

Standalone Reporting

- Used to report contract actions that were not created through PD², such as GPC purchases > $2500
- User is required to complete most of the data manually
- Can be created by copying an existing CAR link in PD²

Exemptions to Reporting

- Used when you are not required and do not intend to report the contract action to FPDS-NG
- Allows approval and release checks to proceed without warnings
- Allowable Exemptions:
  - Below Minimum Reporting Threshold ($2500 or other amount based on guidance from your Service)
  - Classified
  - Contingency
  - Inter-Agency Transfer
  - Non-Appropriated Funds
  - Purchase Card for Micro-Purchase

Reason for Release without Reporting

- Used when a contract action that should be reported to FPDS-NG must be released without a CAR
- Creates an auditable record that cannot be removed
- Does not prevent the creation or finalization of a CAR after release, unless the contract action is missing data necessary to create a valid CAR
- Allowable Reasons:
  - Automated Release
  - FPDS-NG not Updated to Reflect DoD Requirements
  - Previously Reported
  - Technical/Connectivity Failure
  - To Be Reported on DD Form 350 (should not be used once site switches to FPDS-NG reporting)
  - Urgent and Compelling Action

Where to Go for Help

- Register for the Army Knowledge Online (AKO) system to take web-based training available to all Services at https://www.us.army.mil/suite/login/welcome.html
- Visit the SPS Knowledge Base for FAQs, presentations, and updates at http://kb.caci.com
- For specific issues, authorized callers should contact the SPS Help Desk first at 1-800-234-7453 or sps.helpdesk@caci.com